



DEPARTMENT OF THE AIR FORCE  
WASHINGTON, DC

OFFICE OF THE UNDER SECRETARY

18 JAN 2000

MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/IA  
1080 Air Force Pentagon  
Washington, DC 20330-1080

SUBJECT: Policy for DSAMS LOA Data Requests and Development (IAX 99029)

Effectively immediately, all DSAMS taskings for document development and pricing will be directed to AFSAC/OMFP. They are the Air Force focal point for the pricing and development of all USAF cases. The singular exception involves cases dealing exclusively with training. Those cases should be forwarded to AFSAT. They are the Air Force focal point for the pricing and development of all USAF training cases. This applies only to LOA data requests in preparation of a LOA document. It does not apply to requests for rough order of magnitude (ROM) or price and availability (P&A) data. Those taskings will continue to be staffed through the appropriate System Program Office (SPO) or responsible organization.

When an LOR is received directly in SAF/IA, the Foreign Military Sales Assistants (FMSAs) or Country Directors (CDs) will enter the data into DSAMS, pass the requirement directly to AFSAC/OMFP for development and pricing, as well as provide a copy of the LOR. AFSAC will work all cases with the exception of those which deal exclusively with training. For those cases, the FMSAs or CDs will enter those in DSAMS, pass the requirement to AFSAT, and provide a copy of the LOR.

For those LORs received directly at AFSAC and AFSAT, there will be no change in procedure. They will continue to process their LORs in the same manner as today.

There has been much confusion on what is required when tasking a case or line to AFSAC or AFSAT for development and pricing. As with any task, there is a minimum set of data required to successfully complete an assigned task. The minimum data is as follows:

- a. Case Identifier (and version information when applicable)
- b. Assign Date - the date the task is created

c. Due Date - when do you need the requested information. We are instructing AFSAC to work tasks according to the due dates. As such, a task submitted to AFSAC with a defaulted due date will automatically be assigned a 60 day suspense. If a task is 'HOT', urgent, getting high visibility, etc., please share that information with AFSAC so they understand the importance of the request and the urgency. You should speak to your country management counterpart to assist in the effort.

d. Instructions - Please provide explicit and detailed tasking instructions. You cannot just say PREPCASE and give your phone number. At a minimum, you need to include what is being procured, whether you have a formal or informal request from the Customer, who is the SAPM or point of contact, when you are faxing a copy of the LOR, etc. You should put enough information in the instructions that would allow you to begin working the task if you were the recipient.

Once you have the task complete, you must fax a copy of the request to AFSAC. Without the specifics in the LOR, they cannot be expected to fully understand the scope, nor be expected to develop and obtain pricing in a timely fashion that meets your needs.

The bottom line when creating a task is communication. The better the communication in this process, the better the end product.

DSAMS: Assign Task

Task: PREPCASE [Prepare Case]

Task Type: Action Required Task Level: Case

Document Type: C [Case]

Case Identifier: [ ] Version Number: N/A [N/A]

Line No.: 000 [ ] Subline No.: 1 [ ]

Assign Date: 11/22/1999 Due Date: 11/22/1999

Assigned Activity: N/A [N/A]

Assigned User: N/A [ ]

Task Instructions: N/A

[Assign] [Cancel]

For every assigned task, a completed Customer Request, is required. Within these screens, the detailed LOR data should be input into DSAMS. When initiating a new Customer Request, there are four (4) tabs designed to collect all the data from the LOR.

a. The Summary Tab is important for inputting the Customer reference information. This information prints on the first line of any document. As such, it is important that the information input here is accurate and reflects the proper customer reference. The Request Date should equal the date of the LOR, whether it is an internal or external reference (e.g., official LOR from Country or USAF generated reference). The Receipt Date should equal the date SAF/IA received the LOR. The Status Date should equal the date the customer request was created. It is important to ensure these dates are accurate. They form the basis for metrics used by the MILDEPs and DSCA. The Request Action block should be utilized if a modification or amendment is being processed. The block should contain a general synopsis of the request. The End Item Description block should contain a general synopsis of the system(s) being purchased.



**DSAMS: Customer Request**

Subject Edit View Workflow Options Window Help

Summary Requirements Requirements List Remarks

Customer Request ID N/A

Country ☒ N/A

Customer Reference N/A

Customer POC N/A

Request Date 11/23/1999 Receipt Date 11/23/1999

Request Status N ☒ New Status Date 11/23/1999

Preparing Activity N/A ☒ N/A

☐ Congressional Notification Required Security Classification U ☒ Unclassified

Request Action N/A

End Item Description N/A

DSAMS: Defense Security Assistance Management System

The Requirements Tab should contain all pertinent information regarding the requirements, transportation issues, funding issues, and sole source request. This information is extremely useful to the individuals preparing your document. The better the information provided, the better the final product.

**DSAMS: Customer Request**

Subject Edit View Workflow Options Window Help

Summary Requirements Requirements List Remarks

**General Requirements**

N/A

**Delivery/Transportation Requirements**

N/A

**Funding Requirements**

N/A

**Sole Source Request**

N/A

**S1 Description** N/A

DSAMS: Defense Security Assistance Management System

Under the Requirements List, you should enter specific items and quantities as appropriate. For example, F-16 C/D, quantity 24, Aircraft Spares, quantity Lot, Aircraft Support Equipment, quantity Lot and so on. Again, this section is to further define the requirements of the LOR.

The screenshot shows the 'DSAMS: Customer Request' window with the 'Requirements List' tab selected. The window has a menu bar (Subject, Edit, View, Workflow, Options, Window, Help) and four tabs (Summary, Requirements, Requirements List, Remarks). The main area contains a table with two columns: 'Item Description' and 'Quantity'. There are 10 empty rows in the table. To the right of the table are 'Add' and 'Del' buttons. Below the table, there are input fields for 'Item Description' (containing 'N/A') and 'Quantity' (containing 'N/A'). The status bar at the bottom reads 'DSAMS: Defense Security Assistance Management System'.

Item Description	Quantity

Item Description: N/A  
Quantity: N/A

The Remarks Tab should be used to document activities as they take place during the lifecycle of the case. You should utilize this capability to track country changes, important decisions made during the development of the case, direction received from outside sources, etc.

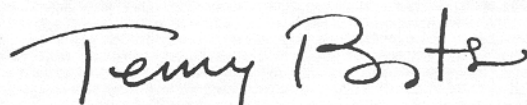
The screenshot shows the 'DSAMS: Customer Request' window with the 'Remarks' tab selected. The window has the same menu bar and tabs as the previous screenshot. The main area contains a table with four columns: 'Date', 'Remark Title', 'Activity', and 'Author'. There are 10 empty rows in the table. To the right of the table are 'Add' and 'Del' buttons. Below the table, there are input fields for 'Remark Title' (containing 'N/A') and 'Remark Text' (containing 'N/A'). The status bar at the bottom reads 'DSAMS: Defense Security Assistance Management System'.

Date	Remark Title	Activity	Author

Remark Title: N/A  
Remark Text: N/A



If you have any questions regarding this matter, please contact Patrick Fox, SAF/IAX, DSN 425-8985, commercial (703) 588-8985, or email [patrick.fox@pentagon.af.mil](mailto:patrick.fox@pentagon.af.mil).

A handwritten signature in black ink, appearing to read "Terry Bates". The signature is fluid and cursive, with the first name "Terry" and last name "Bates" clearly distinguishable.

TERRY BATES

Chief, Policy Division

Deputy Under Secretary, Int'l Affairs

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